



# Defense Travel Management Office



## Centrally Billed Account (CBA) Reconciliation Module Overview

January 2009



# Centrally Billed Accounts (CBA)

## Centrally-Billed Account (CBA)

- A charge account card established to pay for official travel charges for which the issuing activity guarantees payment

## Two types loaded in DTS

- Reconciliation CBA
  - Centrally Billed Accounts loaded in DTS with electronic file transfer
  - Electronic invoicing occurs in the DTS CBA Reconciliation Module
  - Allows authorized user(s) to reconcile transactions on the Charge Card Vendor (CCV) invoice directly with the traveler's DTS trip document
- Traditional CBA
  - Centrally Billed Accounts loaded in DTS without electronic file transfer
  - Only makes account available for traveler authorizations
  - No electronic invoicing occurs in the DTS CBA Reconciliation Module
  - Account remains reconciled through traditional means



# DTS CBA Reconciliation Module

CBA Reconciliation Module is a tool in the Defense Travel System to process invoice reconciliation electronically

- Integrates 3 separate entities (CTO, Transportation, and Financial Management) into one system
- Streamlines the process to automate the reconciliation and payment of charge card vendor invoices for charges against the organization's centrally billed account.



# CBA Reconciliation Module Overview (cont'd)

- DFAS charges per ticket to disburse a CBA invoice
- Charges vary by Department/Agency
- Use of CBA Reconciliation represents significant cost savings

Traditional vs. Reconciliation/Electronic	
Army	Trad: \$24.39 Recon: \$6.24
Navy	Trad: \$29.14 Recon: \$8.23
Marines	Trad: \$26.12 Recon: \$6.69
Air Force	Trad: \$28.82 Recon: \$2.08
Agencies	Trad: \$28.86 Recon: \$6.69

\* REF: cost estimates are based on DFAS billing rates for FY09 posted at <https://dfas4dod.dfas.mil/library/>. Some service/agency rates can be higher for certain tickets.

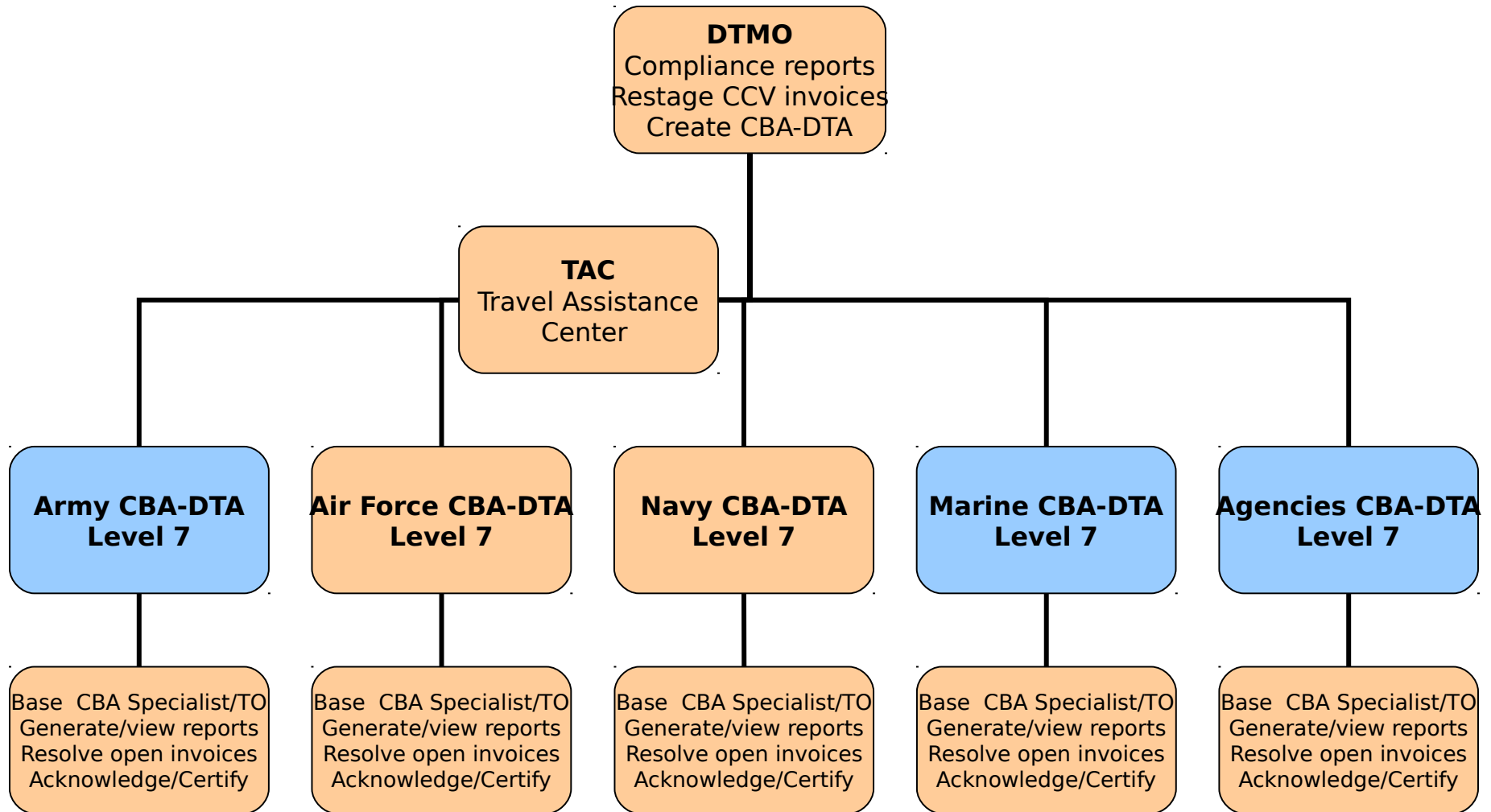


# Capability

- Reconcile transactions on Charge Card Vendor (CCV) invoice with DTS trip document
- Maintain a searchable database of all invoices
- Track progress of reconciliation process
- Generate efficiency reports
- Identifies unmatched transactions, classifies transaction types, and manages the transaction status
  - Does not identify mismatches



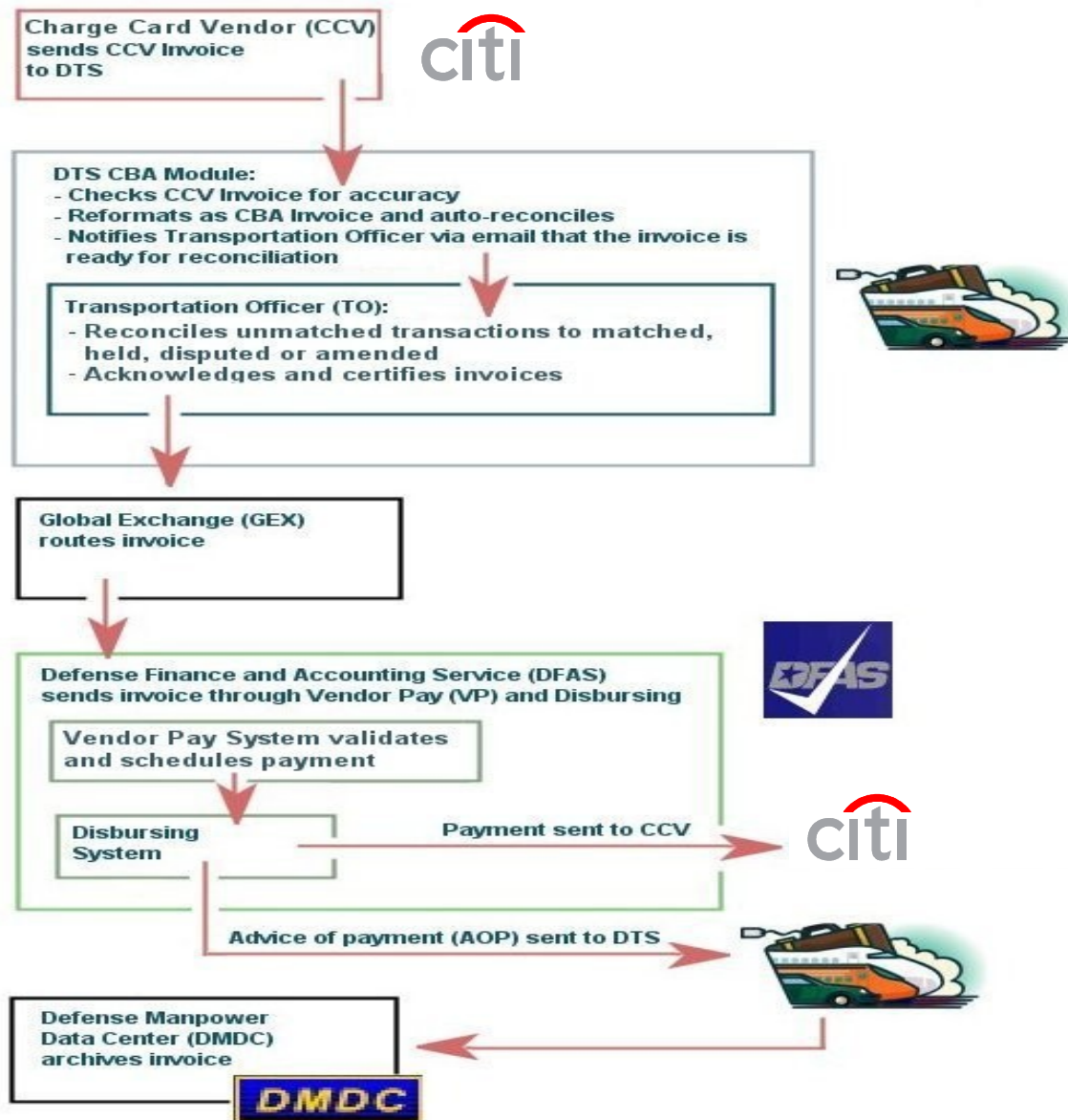
# CBA Roles and Responsibilities







# CBA System Process Flow





# DTS CBA Reconciliation Module

- DTS receives electronic CBA invoice from the charge card vendor (CCV).
- The TO completes invoice reconciliation by matching CCV invoice transactions against DTS travel documents; the module ensures associated obligations have been Pos Ack'd as required prior to matching.
- When all transactions are reconciled the TO completes electronic certification.
- The invoice is routed through GEX to the appropriate DFAS/Vendor Pay location for processing and then forwarded to DFAS/Disbursing for payment.
- Upon payment, DFAS/Disbursing returns an advice of payment (through the GEX) to DTS and the invoice is updated with payment information (voucher, date paid, etc.).
- The completed/paid invoice is then forwarded to the DMDC for electronic archiving.





# **“Auto-Reconciliation” Process**

- Begins upon receipt of invoice, once previous invoice is certified
- Compares CBA charges on CCV invoice to ticket records on DTS travel documents.
  - Completed authorization or voucher
  - Primary match if ticket record found and cost matches in travel document
  - Secondary match based on traveler name, amount, date range
- Searches information in DTS Reservation Module or “Other Transportation” section



# **“Auto-Reconciliation” Process**

## **(cont’d)**

- Cannot match if ticket information entered via non-mileage expense
- Upon Auto-Reconciliation Complete, email will be sent to CBA Specialist to reconcile remaining transactions.





# CBA Invoice Summary

- Invoice Summary
  - Displays number of transactions with dollar amounts, header, and status
  - Provides status of when/if entitlement system paid invoice



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## Invoice Summary

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Invoice #:	0013925000033	Invoice Transactions:	Quantity	Amount
Invoice Created:	06/25/2007	Total:	38	\$18,329.59
Invoice Period End:	06/23/2007	Matched:	34	\$16,523.20
DTS Retrieved:	06/25/2007	Unmatched:	4	\$1,806.39
DTS Reconciled:	06/25/2007	Disputed:	0	\$0.00
CBA Transaction Account #:	4486160000	Suspended:	1	\$(915.10)
CBA Prompt Pay Start:	06/25/2007	Held:	0	\$0.00
Acknowledgement:	NA	Invoice Status:	<a href="#">Auto Reconciled</a>	
		Invoice Certification:	NA	

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# CBA Data Elements Transaction Summary

## Transaction Summary

Invoice #: [3330002220006](#)[Invoice Status History](#)[Refresh Summary](#)CBA Transaction Account #:  
4486123456789777

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CBA Invoice #:	3330002220006	CBA Transaction Account #:	4486123456789777	Transaction Classification:	Advanced Credit
Original Invoice #:	3330002220006	Traveler Name:	Refaie/Matt	Traveler SSN:	XXX-XX-0126
Ticket #:	<a href="#">CBA3KK1050</a>	TANUM:	ONTVIT	Ticket Amt:	\$1,050.00
Approving Official:		Prompt Pay Start:	11/29/2004	Voucher #:	
Days since PPA Start:		AOP Date:		Transaction Status:	Matched

CBA Invoice #:	3330002220006	CBA Transaction Account #:	4486123456789777	Transaction Classification:	Advanced Credit
Original Invoice #:	3330002220006	Traveler Name:	Refaie/Matt	Traveler SSN:	XXX-XX-0126
Ticket #:	<a href="#">CBA3ZY1000</a>	TANUM:	ONTVIT	Ticket Amt:	\$1,000.00
Approving Official:		Prompt Pay Start:	11/29/2004	Voucher #:	
Days since PPA Start:		AOP Date:		Transaction Status:	Matched

CBA Invoice #:	3330002220006	CBA Transaction Account #:	4486123456789777	Transaction Classification:	Unmatched Debit
Original Invoice #:	3330002220006	Traveler Name:	Refaie/Matt	Traveler SSN:	
Ticket #:	<a href="#">CBA3GH1100</a>	TANUM:		Ticket Amt:	\$1,100.00
Approving Official:		Prompt Pay Start:	11/29/2004	Voucher #:	
Days since PPA Start:	134	AOP Date:		Transaction Status:	Unmatched

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# CBA Reports

- Transaction Detail (most important screen)

**Open Transaction Detail**

Invoice #: 0013925000033 Record 28 of 39 CBA Transaction Account #: 4486160000 0

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Invoice Period Start: 05/24/2007 Days since PPA Start: 10 CBA Transaction Account #: 4486160000 0  
Invoice Period End: 06/23/2007 Voucher #: Reference #: 24717057156581561691853  
Prompt Pay Start: 06/25/2007 AOP Date: Conversion Rate: 1.0  
Original Invoice #: 0013925000033 Approving Official:

LOA: 012141^97^2007^0100^6868^7^P7493^1701^2102^012141^9UAL97^979UAL^DU^ ^

Traveler Name: PRESLER/ROBERT Traveler SSN: XXX-XX-5 6

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		3320020259871	\$302.80	
DTS >	<input type="text" value="0QTTKA"/>	<input type="text" value="3320020259871"/>	\$0.00	\$302.80
	<input type="button" value="Reconcile by TANUM"/>	<input type="button" value="Reconcile by Ticket"/>		

Transaction Status:  Remarks:


Transaction Classification: Unmatched Debit  
Reason for Unmatch: Voucher has not been approved  
Reason Unable to Amend: Document has not been approved

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA

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# CBA Invoice Status History

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**Centrally Billed Account**

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**Invoice Status History**

CBA Invoice #: 0016959000002  
CBA Transaction Account #: 4486160000

Invoice Period Start: 02/28/2007  
Invoice Period End: 03/27/2007  
Start of Prompt Pay Act (PPA) Clock: 03/28/2007

Invoice Status	Date Time
Receipt from CCV:	03/28/2007 17:07
Auto Reconciled:	03/28/2007 17:07
Reconciliation Complete:	03/30/2007 11:05
Ready for Acknowledgement:	03/30/2007 11:07
Acknowledgement Completed and Awaiting Certification:	03/30/2007 11:09
Invoice Certified:NIKI D BRYANT	03/30/2007 11:09
Sent to DEBX:	03/30/2007 11:17
DEBX Positive Acknowledgement:	05/24/2007 15:30
DADS Paid:	05/31/2007 00:02
Archive Submitted:	05/31/2007 00:13

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# Reconciliation Tools

- **Read Only Access (ROA)** – view traveler documents and CCV's electronic invoice
- **Organization Access** – use Report Scheduler to generate special "TO CBA" report to extract information about trips using CBA
- **Group Access** – ability to view and edit travelers' documents





# Current Status

- 202+ reconciliation accounts
  - Navy largest user with some Air Force, Army, Defense Agency use
- Last 3 releases have included 21 CBA-related changes to system functionality, enhancing existing functionality
- Navy DTS Program Office staff response after Release 5: *"The update to the CBA Module is the best that I have seen to date. The operational screen allows the TOs to have a much clearer idea of what the necessary actions are..."*





# Common Issues

- CTO (travel agent)
  - Passenger Name Record (PNR) for reservations is not returned to outbound queue upon ticketing
- Traveler
  - Fail to cancel authorizations
  - Submit inaccurate vouchers
  - Indicate incorrect Method of Reimbursement (MOR)
  - Provide inaccurate data in “Other Transportation” entries for CTO direct tickets and CTO fees
- Routing Officials (ROs)
  - Fail to review authorizations/vouchers, process amendments in a timely manner



# Roles & Responsibilities

- DTMO Customer Service Division
  - Assist Service/Agency Program Offices with deployment
  - Enter CBA DTAs by Service, Agency or major command
  - Run Compliance Reports
  - Restage/reject invoices when necessary
  - Monitor functionality
- Service/Agency CBA DTA
  - Support sites using CBA Reconciliation Module
  - Process new CBA account load requests
  - Appoint CBA Specialist
  - Assist operational site CBA Specialist with training and reconciliation



# Roles & Responsibilities (cont'd)

- CBA Specialist
    - Not required to be a Transportation Officer
    - Manually match DTS transactions that could not be automatically reconciled with invoice
      - Initiate amendments to correct monetary amounts
      - Change status of a transaction to:
        - *Held* - transaction is being investigated
        - *Disputed* - transaction is disputed with CCV
        - *Closed* - once dispute process is complete
      - Acknowledges reconciled invoices (contractor/federal employee)
      - Certify reconciled invoices for payment (Government employee trained, appointed in writing)
- \* *The CBA Specialist is responsible for reconciling any discrepancies between the CTO and CCV***



# Roles & Responsibilities (cont'd)

- DTA
  - Take action to correct rejected transactions that impact ability of the CBA Specialist to reconcile CBA transactions
  - Authority to grant permission level 4 (for CBA Specialist)
  - Assist CBA Specialist with:
    - Obtaining ROA access
    - Registering for access to DTMO Travel Assistance Center (TAC)
    - Contacting traveler, Approving Official (AO) to coordinate required amendment action to match CBA transactions





# Suggestions for Success

- Traveler in DTS
  - Use Reservation module
  - Request assistance button vs. calling CTO directly
  - Properly cancel DTS documents using “trip cancel”
- Authorizing Official (AO) & Reviewing Official (RO)
  - Adhere to local business rules
  - Approve documents in a timely manner
  - Use to proper cancellation procedures
  - Understand CBA Amendment stamps and purposes
- CTO
  - Follow and understand your local business rules
  - Use DTS ticketing procedures
  - Provide comments to the traveler and AO



# CBA Resources



- CBA Training
  - No cost to users
  - Instructor-led
  - F-200: CBA Reconciliation Overview
    - Explains how to use DTS CBA Reconciliation Module
    - Offered quarterly, 1.5 hours
  - F-205: Advanced CBA Reconciliation
    - Provides hands-on examples, troubleshooting techniques, and best practices for using CBA Reconciliation Module and its various functions
    - Offered quarterly, 1.5 hours
    - Prerequisite: F-200





# CBA Resources (cont'd)

- Manuals
  - CBA Reconciliation Manual
  - CBA Desk Reference Guide
  - CBA Worksheet
  - DTA Manual
  - FAQs
- Training and other resources are available through Travel Explorer (TraX)  
[www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)
- DTMO website: [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

